

## **The Acceptable Use of Internet and Related Technologies**

### Whole School Approach to the Safe Use of ICT

The school is aware of its responsibilities in ensuring that ICT usage by all network users is responsible, safe and secure. There are relevant and comprehensive policies in place which are understood and adhered to by users. Pupils are supported to develop skills that enable them to safely access and make effective use of digital resources to support their learning.

Creating a safe ICT learning environment includes three main elements:

- An effective range of technological tools.
- Policies and procedures with clear roles and responsibilities.
- Comprehensive e-safety guidelines for staff and parents

### Roles and Responsibilities

e-Safety is recognised as an essential aspect of strategic leadership in this school and the head, with the support of governors, aims to embed safe practices into the culture of the school. The head teacher ensures that the policy is implemented and compliance with the policy monitored. The responsibility for e-safety has been designated to the deputy head, who will keep up to date with e-Safety issues and guidance through liaison with the Local Authority e-safety officer and through organisations such as Becta and The Child Exploitation and Online Protection (CEOP). The school's e-Safety co-ordinator ensures the head, senior management and governors are updated as necessary.

Governors need to have an overview understanding of e-safety issues and strategies at this school. We ensure our governors are aware of our local and national guidance on e-Safety and are updated at least annually on policy developments. Relevant policies will be reviewed annually by the Resource Committee.

All staff are responsible for promoting and supporting safe behaviours in their classrooms and following school e-safety procedures.

All staff should be familiar with the school's policy including:

- Safe use of email
- Safe use of internet including use of internet-based communication services such as instant messaging and social network
- Safe use of school network, equipment and data.
- Safe use of digital images and digital technologies such as mobile phones and digital cameras.
- Publication of pupil information/photographs and use of website.
- Their role in providing e-safety education for pupils.

The Acceptable Use Policy & Staff Agreement (App1.) will be discussed with new staff as part of their induction. Staff are reminded/updated about e-safety matters annually, as part of whole school training in September.

The school will include e-safety in the curriculum and ensure that every pupil has been educated about safe and responsible use. Pupils need to know how to control and minimise online risks and how to report a problem.



New parents will receive an e-safety agreement form to sign and return to school, along with information on use of digital images (App.2.)

How will complaints regarding e-safety be handled?

The school will take all reasonable precautions to ensure e-safety. However, owing to the international scale and linked nature of internet content, the availability of mobile technologies and the speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. There is a stringent barring system for unacceptable websites, but neither the school nor the Local Authority can accept liability for material accessed, or any consequences of internet access.

Our e-safety co-ordinator acts as first point of contact for any complaint. Any complaint about staff misuse is referred to the headteacher.

**Policy reviewed October 2016**

**Headteacher**

**Chair of Governors**